

## Previous Employers - Create

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
03/13/2007	Janet Pasion	Draft
03/30/2007	Lesa Terry	Reviewed and Edited.
04/04/2007	Chylynn Hansel	SME Reviewed and Approved

### Purpose

Use this procedure to enter an employee's previous employment history.

### Trigger

Perform this procedure when indicating an employee's years of work experience in a certain field.

For example, if an employee has been hired into a Human Resource (HR) position and did not have prior state HR experience, but worked in an HR position in the public sector. This can be indicated in the employee's *Other – Previous Employers* infotype (0023).

### Prerequisites

- Employee has employment history to be entered.

### Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

### Transaction Code










**PA30**

Date	Procedure Update Log
04/11/2007	Created

### Helpful Hints

This is an optional infotype.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

### Maintain HR Master Data

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. <b>Example:</b> 153442 (Tucker Baxter)

3. Click  (Enter) to validate information.

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data display screen. The title bar indicates the window is titled "Display HR Master Data". The menu bar includes "HR master data", "Edit", "Goto", "Extras", "Utilities", "Settings", "System", and "Help". The toolbar contains various icons for navigation and editing. The main area displays the following information:

- Personnel no.:** 153442
- Name:** BAXTER TUCKER T
- PersArea:** 4650 Parks/Recreation Comm
- EEGroup:** 0 Permanent
- PSubarea:** 00PV Agencywide
- EESubgroup:** 06 M-OT Elig>40hrs/wk
- Status:** Active

Below this information are several tabs: "Basic Personal Data", "Payroll", "Benefits", "Time Recording", and "Addtl. Personal Data". The "Addtl. Personal Data" tab is currently selected. This tab contains a list of infotypes with checkboxes indicating their status:

Infotype	Status
Infotype text	<input type="checkbox"/>
Actions	<input checked="" type="checkbox"/>
Organizational Assignment	<input checked="" type="checkbox"/>
Personal Data	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>
Planned Working Time	<input checked="" type="checkbox"/>
Basic Pay	<input checked="" type="checkbox"/>
Contract Elements	<input checked="" type="checkbox"/>
Date Specifications	<input checked="" type="checkbox"/>
Family/Related Person	<input checked="" type="checkbox"/>

At the bottom of the "Addtl. Personal Data" tab, there is a "Direct selection" section with the following fields:

- Infotype:** Additional Personal Data
- STy:** STy

4. Click **Addtl. Personal Data** (Addtl. Personal Data) tab to select.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 153442

Name BAXTER TUCKER T

PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent

PSubarea 00PV Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Payroll Benefits Time Recording **Addtl. Personal Data** Planning Data

Infotype text E..

Monitoring of Tasks

Family Member/Dependents

Education ✓

Other/Previous Employers ✓

Objects on Loan

Additional Personal Data ✓

Military Service

Residence Status

Communication ✓

Period

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

- Click the grey box to the left of **Other/Previous Employers** (Other/Previous Employers infotype (0023)) to select.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**


Personnel no. 153442  
Name BAXTER TUCKER T  
PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent  
PSubarea 00PV Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Payroll Benefits Time Recording Addtl. Personal Data Planning Data

Infotype text E..  
Monitoring of Tasks  
Family Member/Dependents  
Education  
Other/Previous Employers  
Objects on Loan  
Additional Personal Data  
Military Service  
Residence Status  
Communication

Period  
Period  
Fr. To  
Today Curr. week  
All Current month  
From curr. date Last week  
Up to Today Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype STy

6. Click  (Create) to create a new record.

## Create Other/Previous Employers (0023)

Infotype Edit Goto Extras System Help

**Create Other/Previous Employers (0023)**

Personnel No. 153442 Name BAXTER TUCKER T  
PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent  
PSubarea 00PV Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

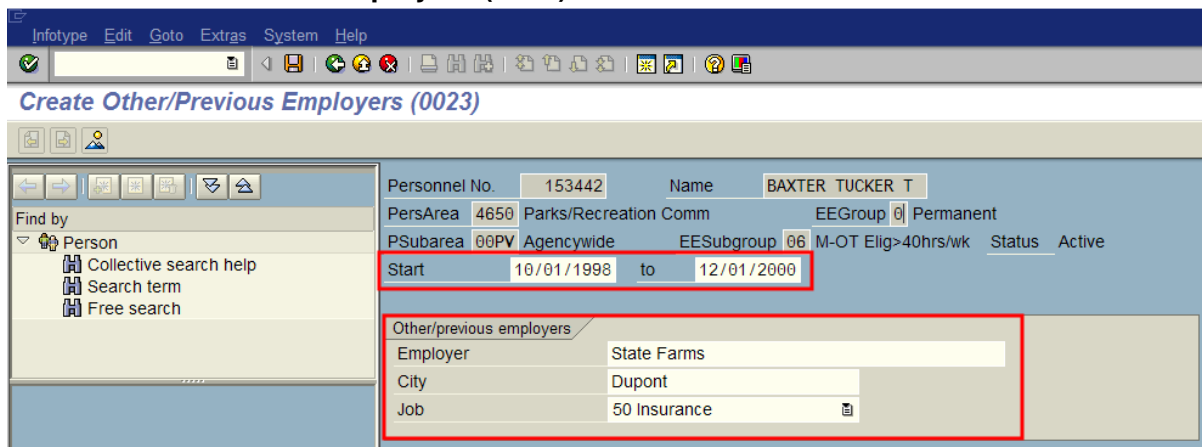
Start to



Other/previous employers  
Employer  
City  
Job

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	The beginning date of the record <b>Example:</b> 10/01/1998
to	R	The end date of the record <b>Example:</b> 12/01/2000
Employer	R	The name of the business. <b>Example:</b> State Farm Insurance
City	R	The name of the city. <b>Example:</b> Dupont
Job	R	The type of industry. <b>Example:</b> 50 Insurance

### Create Other/Previous Employers (0023)



8. Click  (Enter) to validate the information.
9. Click  (Save) to save the information.

## Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 153442

Name BAXTER TUCKER T

PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent

PSubarea 00PV Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Payroll Benefits Time Recording Addtl. Personal Data Planning Data

Infotype text E..

Other/Previous Employers ✓

Objects on Loan

Additional Personal Data ✓

Military Service

Residence Status

Communication ✓

Time Specification/Employ. Period

Period

Period

Fr. To

Today Curr. week

All Current month

From curr. date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Other/Previous Employers STy



The system displays the message, "Record Created." Notice the green check located to the right of the infotype. This indicates a record being stored in this infotype.

10. You have completed this transaction.

### Result

You have entered the employee's employment history.

### Comments

None